City of Brunswick Mayor and Council Meeting Minutes

Tuesday, June 20, 2017, 7:00 P.M.

The June 20, 2017 City of Brunswick Mayor and Council Meeting was convened at 7:00 P.M. by Mayor Jeff Snoots at Brunswick City Hall. The following members and staff were present: Jeff Snoots, Mayor; Angel White, Mayor Pro Tem; Wayne Allgaier, Carroll Jones, Vaughn Ripley, and Tom Smith, Council Members; Dave Dunn, City Administrator; Milt Frech, Police Chief; and Carrie Myers, City Clerk.

Mayor's Remarks

• The Mayor discussed letters of support being sent to SHA on behalf of a Rivers Edge Trail grant application, and County Executive Gardner regarding the transportation priority list projects for on/off ramps at Routes 340 and 17.

Citizen's Forum

Comments were offered from Beth Johnson, 208 East A Street about the Great Brunswick Food Face Off; and Jen Georg, 111 East H Street about the YMCA operations at the City pool.

Introduction and Adoption of Resolutions and Ordinances

• Resolution 2017-02 – Procurement Policy

Mr. Dunn discussed this policy, which incorporated many current practices and updated practices for contract purchasing. Ms. White made a motion to approve Resolution 2017-02. Dr. Allgaier seconded the motion, which passed 5-0.

• Resolution 2017-06 – Depreciation Procedure

Mr. Dunn discussed this procedure, which was crafted by the City Accountant and recommended by the City Auditor, and adheres to GFOA-suggested practices. Mr. Smith made a motion to approve Resolution 2017-06. Ms. White seconded the motion, which passed 5-0.

• Resolution 2017-08 – Handicap Space Process

Mr. Dunn and Ms. Myers discussed this process. Staff suggests utilizing the proposed form and only bringing applications to the Council once applicants have met all applicable criteria. Council Members will be asked to vote on the required Resolution for the handicap space, not the actual handicap designation. The consensus of the Council was to not assign permit numbers to each space, but to allow any handicap driver to park in the handicap spaces. Dr. Allgaier made a motion to approve Resolution 2017-08. Ms. White seconded the motion, which passed 5-0.

Report of Officers – Council – Committees

Mr. Dunn discussed a recent Utility Billing audit conducted by staff. In regards to commercial accounts, approximately twenty were being billed incorrectly, most likely through system conversion errors. The affected accounts will be mailed letters letting them know about the changes to their bills (either over or under) and the effective due date of January 2018. This item was approved by the Finance Committee.

Mr. Dunn also discussed future phases of the Utility Billing audit, where several commercial customers will need to install appropriate-sized or functioning meters at their expense. Mr. Dunn indicated that the City would not be seeking back-charges for any of these errors, but would continue to fix the errors going forward.

Mr. Dunn discussed an item previously discussed the Mayor and Council regarding pay increases for certain certifications. For Public Works employees who obtain a temporary and permanent water and waste water licenses, the proposed rate of increase was 3% overall. Mr. Dunn requested to increase that amount to 3% for temporary and 3% for permanent licenses. Mr. Dunn stated the need to have these licensed employees at Public Works is an MDE requirement and he felt the incentive should be more for employees taking the step to achieve this license. Ms. White made a motion to change the increase to 3% for temporary licenses and 3% for permanent licenses. Mr. Smith seconded the motion, which passed 5-0.

Council Members provided updates on their liaison activities.

Consent Agenda

- PO #01-18W WTP Hach Contract Renewal
- PO #02-18W WTP Westech Filter Replacement

Ms. White made a motion to approve the Consent Agenda. Mr. Ripley seconded the motion, which passed 5-0.

Adjournment

Mr. Smith moved to adjourn the meeting. Ms. White seconded the motion, which passed 5-0. The meeting was adjourned at 8:11 p.m.

Submitted by: Carrie Myers

Approved By: Yeffey T. Sunt 7/18/1-Witnessed By:

Mayor Date